

## **EMPLOYMENT OPPORTUNITY**

**ANNOUNCEMENT NUMBER: HCMALL 10/04**

**NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.**

**OPEN TO:** All Interested Candidates

**POSITION:** Senior Education Advisor, FSN-10; FP-5 (steps 5 through 14)\*

**OPENING DATE:** March 11, 2010

**CLOSING DATE:** March 25, 2010

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$52,601 (Starting salary)  
(Position Grade: FP-5 will be confirmed by Washington)

\*Ordinarily Resident: US\$15,795 (Starting salary)  
(Position Grade: FSN-10)

**LENGTH OF HIRE:** Long-term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment in Vietnam for a full-time Senior Education Advisor position in its Public Affairs Section.

### **BASIC FUNCTION OF THE POSITION**

Incumbent of the position will, under general supervision of the Public Affairs Officer, provide accurate, comprehensive, unbiased information, advice, and counseling on educational opportunities in the USA for groups and individuals; guide prospective undergraduate and graduate students to select appropriate colleges and universities and to inform them about U.S. admissions and financial aid processes; work with other USG agencies and organizations as well as local government officials to provide information on U.S. study. The incumbent serves as information source on Vietnamese education system, and the point of contact for U.S. admissions officers, the Consulate General community, and others engaged in the field of international education.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office in Ho Chi Minh City or Hanoi.

## **QUALIFICATION REQUIRED**

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A Bachelor's degree from a U.S. accredited college or university, in any liberal arts or social sciences fields is required.
2. Must have at least five years of relevant, progressively responsible experience in an educational field or in international higher education. Extensive experience in the customer service is required.
3. Must have thorough knowledge of both U.S. and Vietnamese secondary and post-secondary educational systems; U.S. undergraduate and graduate admissions processes and requirements, including financial aid and credentials evaluation as well as relevant information resources in relation to education systems, testing and U.S. laws and regulations governing international students. Must have in-depth knowledge of diversity of types of U.S. colleges and universities, financial aid requirements for international students and educational options in the U.S. Thorough grasp of political, economic, and social trends in both Vietnam and the U.S. is required.
4. Must have superior interpersonal skills, including written and oral communication skills; strong public speaking skill; training and management skills as well as cultural sensitivity. Must have sophisticated interviewing, counseling, problem solving and analytical skills necessary to accurately assess a prospective student's requirements and abilities, find and convey appropriate information to them. Must be able to plan and execute programs independently and to plan ahead in year-long cycles.
5. Proficiency in word processing, spreadsheets, databases and other computer applications is required (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees serving a probationary period and/or have not completed six months of employment with the Mission are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold post security clearance.

## TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Not-Ordinary Resident (NOR): Application for US Federal Employment (OF-612 or DS-1950);
2. Ordinary Resident (OR): Post form “Application for Employment with the U.S. Mission to Vietnam” available on the website.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html> or paper copies are available from the Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

## SUBMIT APPLICATION TO

Management Office  
U.S. Consulate General, 7A Mac Dinh Chi Street  
District 1, Ho Chi Minh City

## POINT OF CONTACT

Management Office  
U.S. Consulate General HCMC  
Tel. 84-8-3520-4342/ 4274  
FAX: 84-8-3520-4233

## DEFINITIONS

1. U.S. citizen eligible family member (USEFM): For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
  - U.S. citizen; and
  - The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
  - Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
    1. Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
    2. Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form SF-1190, Foreign Allowances Application, Grant and Report, processed authorizing ISMA.
2. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
  - Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and incapable of self support. The term “children” shall include natural offspring, step-children, adopted

children, and those under permanent legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse or domestic partner as defined in 3 FAM 1610 when dependent upon and normally residing with the guardian or custodial party;

- Parents (including stepparents and legally adoptive parents) of the employee or of the spouse or of the domestic partner as defined in 3 FAM 1610, 3 FAH-1 H-2423(c), 3 FAH-1 H-2425.5(2).
- Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse or domestic partner as defined in 3 FAM 1610, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
- Spouse or same-sex domestic partner as defined in 3 FAM 1610.

3. Member of Household (MOH) – An individual who accompanies or join a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority. An MOH is:

- Not an EFM; and
- Not on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

A MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host-country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: MARCH 25, 2010**

(All applications must be received by the closing date to receive consideration)

**AN EQUAL OPPORTUNITY EMPLOYER**

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by: Williette Gooding/HRO  
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